

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 1521PAGE
NO. 1 of 5

RECORDS RETENTION AND DISPOSAL SCHEDULE

DHMH - Office of Food Protection and Consumer Health Services-Division of Milk Control

AGENCY		DIVISION
Item No.	Description	Retention
1	SUPERCEDES SCHEDULE #704-11 Frozen Dessert Manufacturers (Instate) 300-1A - Application for License for Frozen Dessert 300-1 - License for Frozen Dessert DHMH 1197 Inspection Reports DHMH 86 Water Sample Reports DHMH 84 Product Sample Sheets Correspondence Complaints Equipment Reports	Retain for four years, then destroy.
2	Frozen Dessert Manufacturers (Out-of-State) 300-1A - Application for License for Frozen Dessert 300-1 - License for Frozen Dessert DHMH 84 Product Sample Sheets Correspondence Complaints	Same as above
3	Processing Plants (Out-of-State) Grade A 300-22A - Application for Processor License 300-22 - License for Processor DHMH 84 Product Sample Sheets Correspondence Complaints	Same as above

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission2/2/93
DateDiane Matuszak
SignatureKefing
Title

MAR 3 0 1993

Date

Edward C. Papenfuss

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE
NO. 1521

PAGE
NO. 2 of 5

Item No.	Description	Retention
4	Processing Plants (Instate) Grade A DHHH 1197 - Inspection Reports DHHH 86 - Water Sample Sheets DHHH 84 - Product Sample Sheets Correspondence Complaints 300-22A - Permit Applications 300-22 - License Plant Equipment Reports	Retain for four years, then destroy.
5	Haulers Evaluation Reports Farms Pick-Up Sheets Correspondence 206-A - Permit Applications Testing Results 206 - Hauler Permit	Same as above
6	Manufacturing Grade (Instate) DHHH 1197 - Inspection Reports DHHH 86 - Water Sample Sheets DHHH 84 - Product Sample Sheets Correspondence Complaints 300-22A - Permit Applications 300-22 - License Plant Equipment Reports	Same as above

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 1521PAGE
NO. 3 of 5

Item No.	Description	Retention
7	Transfer & Receiving Stations 300-28A - Application for Distributor 300-28 - License for Distributor DHMH 1197 Inspection Reports DHMH 86 Water Sample Sheets Correspondence Complaints DHMH 84 Product Sample Sheets	Retain for four years, then destroy.
8	Distribution Stations 300-28A - Application for Distributor 300-28 - License for Distributor DHMH 1197 Inspection Reports DHMH 86 Water Sample Sheets Correspondence Complaints DHMH 84 Product Sample Sheets	Same as above
9	Producers DHMH 886 - Inspection Reports DHMH 86 - Water Sample Sheets DHMH 84 - Product Sample Sheets Correspondence Complaints 300-4A - Application for Milk Producers License Milk Producer License	Same as above

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 1521PAGE 4 of 5
NO.

Item No.	Description	Retention
10	CoOperatives Correspondence Complaints	Retain for four years, then destroy.
11	Tank Trucks Inspections Correspondence	Same as above
12	Bob Tailers DHMH 1197 - Inspection Reports DHMH 84 - Product Sample Sheets 300-3A - Application for Bobtailer's License (Milk Route) Correspondence Complaints 300-3 - License for Bobtailer	Same as above

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 1521PAGE
NO. 5 of 5

No.	Description	Retention
13	<p><u>Milk Surveys</u></p> <p>Surveys on Milk Plants and Farms to qualify with the Federal Guidelines to ship Interstate.</p> <p>A) Release form and agreement. Permission for publication of Interstate Milk Shippers Ratings.</p> <p>Results of Inspection.</p> <p>B) Interstate Milk Shippers Inspection Report. FD Form 2359i.</p> <p>C) Report of Milk Sanitation Rating Survey FD Form 2359j</p> <p>D) Status of Condensed and Dry Milk Plant Inspection Form.</p> <p>E) Report of Enforcement Methods Form Nul-123</p> <p>F) Status of Milk Plants FD Form 2359L</p>	Retain four years, then destroy.
14	<p><u>Daily Records</u></p> <p>File contains time sheets, leave records, expense accounts, mileage reports, monthly reports.</p> <p>All licenses, except Milk Producers are renewed annually.</p>	Retain for three (3) years or until audited, then destroy.